

# NEWSWORTHY TRENDS IN GRANTS MANAGEMENT

A Bulletin Board to provide information to applicants and subrecipients of ADE-administered State and Federal Assistance Grants/Projects

## May 2003 Update:

### ♦ Annual General Statement of Assurance for 2004

All subrecipients are required to have a current General Statement of Assurance (GSA) on file at the Arizona Department of Education (ADE). Completion and submission of the GSA is required to receive assistance funding for that fiscal year. For FY2004 the GSA must be submitted to ADE Grants Management by **May 31<sup>st</sup> 2003**. A copy of the FY2004 GSA can be downloaded from the Grants Management homepage, or click [here](#).

As a reminder all authorized representatives must be named as signors annually. Previous signors are not "carried over" from year to year and must be renamed, however, will retain their Common Logon userID currently assigned. New signors will receive a new Common Logon userID. Please note that the Grants Management Office cannot assist with decisions regarding who will be a signor on the GSA; that is a district/entity Board decision. However, a valid charter holder's signature is required for charter schools.

If you are a new entity you must also submit a W-9 form. By going to the Grants Management Glossary under the definition for W-9 you can download and print a copy of the W-9 form.

If you have any questions please visit the FAQ link from the Grants Management homepage or contact our office at 602-542-3452.

### ◆ **County School Superintendents Claims**

Starting July 1, 2003, the County School Superintendents offices are no longer to submit their claims to the Arizona Department of Education. Click [here](#) for more information.

### ◆ **Grants Management workshops**

To find out about workshops, please visit the Grants Management Glossary page under the definition for Grants Management Calendar and click on the link that downloads the calendar, or click [here](#) to go there now. The calendar displays important Grants Mgmt deadlines as well as workshops scheduled statewide.

**You MUST be enrolled in a workshop prior to attending.** You may enroll online by visiting the Regional Training Centers' (RTC) website at [www.ade.az.gov/rtc](http://www.ade.az.gov/rtc), then click on the region on the map that's in your county or closest to you. On the page that follows you will find contact information and a link labeled 'calendar of events'. Click on the link to find the workshop day that best fits your needs, then use the online enrollment option or call the RTC directly to enroll. There are 4 RTCs statewide available to assist you with a multitude of ADE technical and web-based issues, as well as independent or ADE co-sponsored workshops.

### ◆ **Entitlement grants**

The ADE Program offices that administer entitlement grants would like to remind LEAs to submit their applications as soon as possible. If you need information about a particular grant, review any hardcopy materials you were sent, visit the [Fund Profiles](#) link found on the homepage, and/or contact the appropriate Program Area using the [Contacts](#) link also found on the homepage.

### ◆ **How to view a blank application**

Once you choose an application and click on 'create new' it will direct you to the frames environment where you can begin to fill out the actual application. If you would like to view a blank application in its entirety first you would need to click on the link labeled 'view application' at the top of the left frame. Then, in the right frame a view of a blank application in its entirety will appear. To print just right click in the right frame and choose print.

### ◆ **Understanding Cash Management better in FY03**

Federal grant applications must show only a **first** project payment (according to 30-day needs: requisitions, encumbrances and/or payroll not to exceed a 30-day period). Then, in the **first** month that the project has revenue (either through approved local carryover or via payment from the ADE), a cash management report is due.

The cash management report assesses both project compliance and the **following** month's fiscal needs. Cash management normally works to generate funds for the next month if need is indicated and no holds exist on the project. The **\*exception** is during the last month of the project, because no payment can be made past the project end

date except after approval of a valid completion report. *A report is still due in the last month of the project to assess compliance.*

If you miss a report, the online system recognizes a cash management report as belonging only to the month in which it was submitted. It does not recognize retroactive reports as such.

The monthly payment cycle and monthly cash management work together provide a cash advance each month that project funds are needed\*. So the first payment covers that first month, during which you will submit a report showing what's currently available for expenditure and WHAT'S NEEDED FOR THE NEXT MONTH ONLY. The report should NOT include encumbrances for the remainder of the month in which you're reporting, because the project would have already received funds to cover that entire month. Ideally then, in the last month of the project, payments have been sent to cover that final month, the remaining cash on hand would be close to zero, and there would be no encumbrances. Questions can be directed to the Grants Management office at the number provided below.

### ♦ **Supplemental (Narrative) Project Data to be collected online**

IDEA and several other grants will have a narrative data collection piece included in the online completion report starting FY02. Remember that there may *also* be narrative data required with a completion report that *cannot* be collected online and must be remitted via US Postal Service or email. Please visit the [Completion Report Downloads page](#) and/or contact the Program Office to make sure your completion report is complete. (Missing narrative data can interrupt the flow of current year funds.)

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## **JUNE 2001**

### ♦ **Cash Management Policy Change**

Click [here](#) to be taken to the Cash Management Memo sent to LEAs in June 2001. This document informs subrecipients about changes in cash management policy effective July 1, 2001.